

## **POLICE LIEUTENANT**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

In charge of law enforcement activities of uniform division of the police department and employees of an assigned shift, and related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

This is an important law enforcement position involving responsibility for directing and supervising the activities of the uniform division according to established police procedures and policies outlined by the chief. Responsibility is involved for assigning officers to their posts, evaluating their work performance, and instructing them in new and improved police methods. This class ranks immediately below the captain, and is subject to the general supervision of the chief.

### **EXAMPLES OF WORK**

(Illustrative only.)

Organize the uniform division into working units;

Be responsible for training activities of uniform personnel;

Instruct subordinates and review operations;

Supervise the procedures for the issuance of traffic and parking violations;

Direct activities of patrol forces and assigned staff;

Investigate complaints regarding activities of the department;

Direct raids with the cooperation of the investigative division and make arrests;

Direct uniform police activities at riots, serious crimes, fires, and unusual disorders;

Organize, supervise, and direct any auxiliary force that may exist;

Supervise the booking of prisoners and includes any duties relating to the supervising, maintenance, and care of prisoners being held in jail which may be assigned, while acting pro-tem as jailer, in coordination with the assistant to the chief.

Keep records and make reports;

Do other related work as instructed by superior officer.

**SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS**

Must be a regular and permanent employee in good standing in the class of Police Sergeant;

Must have served at least three (3) years as Sergeant;

Must possess F.C.C. permit required for operation of police radio;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must appear before an oral review board as designated by the chief of police and adequately present himself/herself.

RU	06-24-80
Rev	04-09-92
	08-06-93
	11-11-94